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Executive Registry

11-7204
20 AUG 1959

MEMORANDUM FOR: Director of Central Intelligence
THROUGH : Acting Deputy Director (Support)
SUBJECT : Employment of Individuals Under 21 Years of Age

1. This memorandum is for your information and is in response to your recent questions regarding the extent to which the Agency employs persons under 21 years of age. It is understood that you are concerned about Agency security as it may be particularly endangered by the immaturity and indiscretion of very young employees or by their susceptibility to the tactics of a hostile intelligence effort. Paragraph 3 below contains conclusions with respect to employing persons under age 21 and the risks of so doing.

2. As of 31 July 1959, there were [] staff employees under 21 years of age on duty with the Agency (see attachment). These young people represent [] of the total staff personnel of the Agency. They are used principally in the clerical field (general clerk, typist, stenographer) and in a wide variety of other positions such as keypunch and tabulating machine operators, messengers, intelligence assistants (RI clerks), and junior communications technicians. Attrition in these job categories produces an annual recruitment requirement of [] persons. Business and high schools have been the most productive sources for meeting this requirement and these sources naturally offer candidates under 21. Direct recruitment in colleges, from State employment services, and miscellaneous sources and unsolicited applications also provide candidates in older age groups as well as in the under-21 group. These latter sources, however, are inadequate to meet the Agency's needs.

3. The Office of Security has recognized the theoretically greater hazard of employing persons with an as yet immature and not fully developed character. Accordingly, special investigative and clearance procedures have been practiced. Recognizing that investigation of the applicant alone will not always furnish sufficient information to permit adequate evaluation, the scope of the investigation is extended to include inquiry concerning parents and intimate family members. In addition to evaluating young applicants in light of customary criteria, the Office of Security carefully scrutinizes each case in depth for indications that

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the individual may lack the character and maturity to abide by the Agency's security regulations or to work under the Agency's security restrictions. A panel composed of representatives of the Office of Personnel and Security and the Medical Staff considers each applicant about whom there are questions regarding suitability in terms of character, stability, motivation, or other medical, security, or psychological factors.

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5. Entrance on duty processing of these young people takes place through the Interim Assignment Section, Office of Personnel. Here they are thoroughly briefed on security matters, general Agency policies concerning personnel, the employee services available to them, and are given a community orientation regarding housing, recreational facilities, etc. During their assignment in IAS they are carefully observed by officers experienced in dealing with young people. The Chief, Clerical Assignment Branch, who supervises the IAS, is a mature woman with many years of experience in dealing with young women who have come to Washington in their first venture away from home and the supervision of their parents. She gives personal attention to each of these young recruits and counsels them regarding on-the-job and personal problems, at the same time continuing the evaluative process.

6. In making assignments extreme care is taken to place the older and more mature recruits in the particularly sensitive offices and to place the younger and less mature recruits in more routine assignments. Special care is taken in selecting young recruits for assignment to the Deputy Director (Plans) area. While as a matter of practice individuals under 21 are not assigned overseas, assignments of younger people to headquarters positions in DD/P components is essential in order to indoctrinate, train, and assess them prior to exposing them to a foreign environment. The basic compartmentation and need-to-know principles applied in the Clandestine Service narrows the scope of their access to classified and sensitive information.

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7. The experience of the Office of Security with these young employees has been that, except for minor matters, they cause relatively little trouble in the Agency and their record of security indiscretions is no worse than that of employees in older age groups. They appear less prone to commit physical security violations such as leaving classified material exposed or safes open. Experience also indicates that relatively little attention has been paid to them by opposition intelligence, and it is believed that they represent a less attractive target for opposition development than do persons of more mature age and longer actual or planned tenure in the Agency.

8. In conclusion, the Agency is faced with the need to recruit a large number of employees for clerical and related positions each year which cannot be met without employing individuals under 21 years of age. The young recruits are given special consideration in security investigation processes and in their indoctrination and orientation to the Agency and the community. While theoretical security hazards do exist, experience has shown that these special measures have been successful, and that these young people compare favorably with older persons employed in the Agency in this regard. There appear to be no reasons to adjust our recruitment effort or to employ more stringent security controls.



Acting Director of Personnel

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Attachment
as stated

CONCUR:

(Signed) Sheffield Edwards

21 AUG 1959

Director of Security

Date

Distribution: O&I - DCI
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CONCUR:

(signed) H. Gates Lloyo

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Acting Deputy Director

(Support) 26 AUG 1959

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MEMORANDUM FOR: **THE DIRECTOR**

The attached paper has been prepared in response to your question at your morning meeting on 10 August regarding the number of young girls - employed by the Agency.

(signed) H. Gates Lloyd
H. Gates Lloyd
Acting Deputy Director
(Support)

26 August 1959
(DATE)

cc: ✓ DDCI

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FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

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